



Web Enabled Safety System



WESS

Module 4

Chopping and Releasing HAZREPs



About this module

The following hyperlinks should help you navigate your way through this module on how to Route, Select a Community of Interest, and Release your Hazrep to the Safety Center... Or you can just go page-by-page through this module.

Click [here](#) to review how to Validate your report

Click [here](#) to learn how to enter your Chop Chain reviewer info (Chain of Command)

Click [here](#) to learn how to enter your Community of Interest (formerly known as a CAD)

Click [here](#) to learn how to enter your Endorsement chain

Click [here](#) to see how to make a paper copy of your report

Click [here](#) to learn how to initiate the routing process for your internal chop chain


Click [here](#) to for instructions on how to Review a Hazrep

Click [here](#) to learn how to reject a Hazrep you're reviewing

Click [here](#) to learn how to release your report to the Safety Center, and to commence the endorsement process



You've gotten this far...



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

▶ Help

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

Activities

- [BASH](#)
- [Save as template](#)
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- [Return home](#)
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Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- General Information
- Aircraft
- Involved Persons
- Involved Factors
- [Recommendations](#)
- Validate
- Routing Information
- Manage My Report

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)

STEP 5: Release Or Route Your Report

[Route To Chain Of Command](#)

-- OR --

[Release Report to Safety Center](#)

Go Anywhere From Here!

- [Delete your report](#)
- [Feedback Form](#)
- [User Guide](#)
- [Return Home](#)

You've finished your data entry, and it's time to route your hard work through the chain of command for approval.

Step 1 is Validation...if you already did that, you can move forward to Step 2 slides.

* Indicates required field must be entered before moving to next screen.

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

End of Report Validation



Activities

[Maintain Account](#)

[My Report](#)

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[Manage My Report](#)

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WESS Report Validation Errors

[Help](#)

The General Information Section must pass validation prior to continuing.

General Information

Aviation Event

If there is abnormal egress or anyone injured in the event, entry of at least one person involved in the hazard is required. Select INVOLVED PERSONS link on MY REPORT navigation tree to reach INVOLVED PEOPLE Add/Edit/Delete screen, then select Add New Entry.

[Injury Narrative is required.](#)

Personnel

Property

EMR

Aircraft

Factors

Validation errors are dependent on field selections you made throughout the HAZREP. If you left a field blank and WESS requires the info (based on your other data entries), you'll get an error message here.

Just click on the blue link to go to the the page that needs repair. When you fix the 'error', hit 'next' on the affected page and you'll automatically return to the validation screen.


* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Exit Validation](#)



Submitting Your Hard Work



WESS
Naval Safety Center

Activities

- [Maintain Account](#)
- My Report**
 - General Information
 - Aircraft
 - Involved Persons
 - Shmucately, Joe
 - General Info
 - ATC
 - Occupational
 - UAV
 - Crew/Pilot
 - Medical
 - Involved Factors
 - Recommendations
 - Validate**
 - Routing Information
 - Releasing Chain
 - Endorsing Chain
 - Community of Interest
 - Manage My Report
 - Release My Report
 - Delete My Report

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WESS Report Validation Passed - No Errors

[Help](#)

General Information

Personnel

Property

EMR

Aircraft

Factors


When you see this screen, pat yourself on the back! You passed validation!

Now hit 'Exit Validation' to work on submitting your HAZREP.

*** Indicates required field must be entered before moving to next screen**

Exit Validation

Step 2: Your Chop Chain



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WESS Report Data Entry Complete - Thank You

▶ Help

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STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)

STEP 5: Release Or Route Your Report

[Route To Chain Of Command](#)

-- OR --

[Release Report to Safety Center](#)

Go Anywhere From Here!

[Delete your report](#)

[Feedback Form](#)

[User Guide](#)

[Return Home](#)

Select Step 2 to select the people internal to your unit who will be reviewing your Hazrep.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Activities

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[OSHA 300 Equiv. Log](#)

[Logout](#)

Data Retrieval (JReport)

[Pre-formatted Reports](#)

[Custom Reports](#)

My Report

General Information

Aircraft

Involved Persons

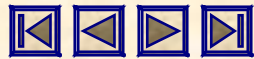
Involved Factors

Recommendations

Validate

Routing Information

Manage My Report



Start the Chop Chain

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

My Report - Releasing Chain of Command

[Help](#)

Activities

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Data Retrieval (JReport)

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My Report

- [General Information](#)
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- [Involved Factors](#)
- [Recommendations](#)
- [Validate](#)
- [Routing Information](#)
- [Manage My Report](#)

A large empty rectangular box for selecting an entry to edit or delete.

Add New Entry **Edit Entry** **Delete Entry**

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#) [Next](#)

Hit 'Add New Entry' to choose the first person in your chop chain.



Choose your Reviewer



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Report Reviewer(s) Search

[Help](#)

NOTE: To search for a person, enter their First Name, Last Name, or Email Address.
These pieces of information can be partial, i.e. Jon will find Jonathon.
You can also enter more than one if known to narrow your search.

First Name

Last Name

Email Address

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select UID Entry

to no selection

☒ Gretchen Swanson - gretchen.swanson@navy.mil

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

- You can search on first name, last name, and/or e-mail to find the next person in the chop chain.
- When you find their name, select the appropriate radio button, then hit 'Next'



Adjusting the Chopping Order

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

My Report - Releasing Chain of Command



Activities

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Data Retrieval (JReport)

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- My Report
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 - Involved Factors
 - Recommendations
 - Validate
 - Routing Information
 - Manage My Report

Gretchen Swanson - gretchen.swanson@navy.mil
Donald Forbes - donald.forbes@navy.mil

Up

Down

Add New Entry

Delete Entry

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- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

When instructed, WESS will route your HAZREP to each person you've chosen, starting at the top. If you need to change the order, highlight the person's name to move, then use the 'Up' or 'Down' buttons to re-order the list.

Back


Next

• Keep hitting 'Add New Entry' as required to add more people to your chop chain. If you're going to be the person who initiates the final HAZREP submission, you should put yourself at the end of the chop chain.

• Hit 'Next' to move to the next step.



Step 3: Community of Interest



WESS
Naval Safety Center

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WESS Report Data Entry Complete - Thank You

▶ [Help](#)

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STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)

STEP 5: Release Or Route Your Report

[Route To Chain Of Command](#)

-- OR --

[Release Report to Safety Center](#)

Go Anywhere From Here!

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*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Step 3 is to select your community of interest. COIs are what you know as CADs in message traffic. Select the link to start.



COI entry, continued



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My Report - Community of Interest

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Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

You know the drill...hit 'Add New Entry' to start

Again, you can include multiple COIs (CADs), if you think it's necessary



Finding your COI



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Community of Interest Search

[Help](#)

NOTE: To search for a COI, enter a full or partial COI Name or COI Description.
These pieces of information can be partial, i.e. Jon will find Jonathon.
You can also enter more than one if known to narrow your search.

COI Name Description

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select COI

 to no selection


☒ SEAHAWK - This collective is to be used solely for dissemination of ALL SEAHAWK hazard reports, mishap data reports, safety investigation reports and their components as addressed in OPNAVINST 3750.6R. The purpose and composition of this CAD are unclassified; however, significant portions of the reports transmitted hereunder contain privileged information as defined in OPNAVINST 3750.6R. Such information requires special handling to ensure that it is used only for safety purposes, and unauthorized disclosure is a criminal offense punishable under Article 92 of the UCMJ or disciplinary action pursuant to Civilian Personnel Instruction 752. Therefore, distribution of all information sent under this CAD must be closely monitored and controlled.

* Indicates required field must be entered before moving to next screen

You should see your COI pop up, as shown above.
Select the radio button, then hit 'Next'.



Double Check Your Choice



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

My Report - Community of Interest

▶ [Help](#)

SEAHAWK -This collective is to be used solely for ...

[Add New Entry](#) [Edit Entry](#) [Delete Entry](#)

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- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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Make sure your COI choice(s) show up on this screen, and when you're done, hit 'Next'

Step 4: Endorsements



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

[▶ Help](#)

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Data Retrieval (JReport)

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- STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)
- STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)
- STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)
- STEP 5: Release Or Route Your Report

Go Anywhere
From Here!

- [Delete your report](#)
- [Feedback Form](#)
- [User Guide](#)
- [Return Home](#)

- [Route To Chain Of Command](#)
- OR --
- [Release Report to Safety Center](#)


If your HAZREP requires endorsements, choose Step 4 from the above links.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.



Next Step



Activities

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My Report

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- Recommendations
- Validate
- Routing Information
 - Releasing Chain
 - Endorsing Chain
- Community of Interest
- Manage My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsement Chain of Command Summary

[Help](#)

Endorsement Chain Created: 06/02/2005
Endorsement Chain Completed: In Process
Endorsement Chain Created By: gswanson
Endorsing UICs: No Endorsing UIC(s) Assigned.

*** Indicates required field must be entered before moving to next screen**

- CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.**

[Modify ECC](#) [Next](#)

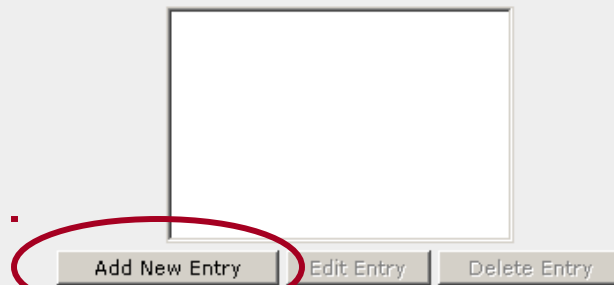
To set up your Endorsing Chain of Command, hit 'Modify ECC'



Look Familiar?

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsing Chain of Command

[Help](#)

This is an Add / Edit / Delete screen. To use this screen:

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- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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You know what to do...



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How to search

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My Report
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+ Validate
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+ Releasing Chain
+ Endorsing Chain
+ Community of Interest
+ Manage My Report

UIC (navy) or MCC/RUC (marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

- ☐ COMMANDER HELO ANTISUBMARINE LIGHT WING PAC - N55630
- ☐ COMMANDER HELO ANTISUBMARINE WING PAC - N55636
- ☐ COMMANDER HELO TACTICAL WING PACIFIC - N55635
- ☐ HELO ANTI-SUBMARINE LIGHT WING ONE - N55212
- ☐ HELO ANTISUB LIGHT WING DET WPNS TACTICS UNIT - N32417
- ☐ HELO ANTISUB SQUAD 10 (STUDENTS) - N65557
- ☐ HELO ANTISUB SQUAD 84 LAMPS - N55230
- ☐ HELO ANTISUB SQUADRON LIGHT 42 SEADUT - N55145
- ☐ HELO ANTISUBMARINE LIGHT WING ONE DET SIGONEL - N68752
- ☐ HELO ANTISUBMARINE SQD LIGHT - HSL 43 DET 8 - N76054
- ☐ HELO ANTISUBMARINE SQUAD 32 LAMPS - N52988

Search for a command just like you did before, using either a UIC or partial unit name, then hit 'Search'. Make your choice, then hit the 'Next' button at the bottom of the screen.



Adjusting the Endorser List



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsing Chain of Command

[▶ Help](#)

Activities

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N09742 -COMMANDER CARRIER AIR WING 2 -[0 Member(s) ...
N09578 -COMMANDER CARRIER STRIKE GROUP 6 -[0 Membe ...

[Up](#)

Top of the list = first endorser

Bottom of the list = last endorser

[Down](#)[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

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- To move past this screen without an entry, select the Next button


[Back](#)[Next](#)

Just like your chop chain, you can keep adding endorsers with the 'Add New Entry' option. You can also adjust the order of the endorsers, just like the chop chain.

Hit 'Next' to move on.



Check your work



WESS
Naval Safety Center

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsement Chain of Command Summary (for 3750 reports and 5102 Safety Investigation Board only)

[Help](#)

Endorsement Chain Created: 06/06/2005
Endorsement Chain Completed: In Process
Endorsement Chain Created By: gswanson
Endorsing UICs: N09742 N09578

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Activities

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Data Retrieval (JReport)

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- [Custom Reports](#)

My Report

- General Information
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- Involved Factors
 - Recommendations
- Data Entry Complete
- Validate
- Routing Information
- Manage My Report

When you get back to this screen after entering your endorsement chain, you should see a list of your endorser UICs above.

If you're happy with what you see, hit 'Next' to move on.



Endorsement Summary

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsement Summary

[Help](#)

Endorsement Chain Created: 06/06/2005

Endorsement Chain Completed: In Process

Endorsement Chain Created By: gswanson

Endorsing UICs: N09742 N09578

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next

Here is the final summary of endorsements. You can see how far the endorsements have progressed, who created the endorsement chain, and which UICs are involved.

Hit 'Next' to move on



Activities

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How to make a paper copy

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Go Anywhere From Here! [Reject your report](#)
[Delete your report](#)
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If you want to make a paper copy of your Hazrep, select the Generate PDF link at the upper left, or from the list of links above. In about 30 seconds, a new window will open with a printable PDF document.



Send it out!

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



WESS Report Data Entry Complete - Thank You

[▶ Help](#)

Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations**
 - Validate
 - Routing Information
 - Manage My Report

* Indicates required field
CAUTION - USE OF THE

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

- STEP 1: [Click here to validate your report](#)
STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)
STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)
STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)
STEP 5: Release Or Route Your Report

[Route To Chain Of Command](#)
-- OR --
[Release Report to Safety Center](#)


Go Anywhere
From Here!
[Delete your report](#)
[Feedback Form](#)
[User Guide](#)
[Return Home](#)

To start the chop chain process, hit the 'Route to Chain of Command' blue link.










"Release Report to Safety Center" will send your Hazrep directly to the Safety Center and they will kick off the endorsement process. Do not select this link unless your entire chop chain is happy with the contents of the Hazrep.



Another way to Route












Activities

-  [BASH](#)
-  [Save as template](#)
-  [Share report](#)
-  [Return home](#)
-  [Generate PDF](#)
-  [Generate Injury Log](#)
-  [Feedback Form](#)
-  [OSHA 300 Equiv. Log](#)
-  [Logout](#)


Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

-  My Report
-  General Information
-  Aircraft
-  Involved Persons
-  Involved Factors
-  Recommendations
-  Validate
-  **Routing Information**
-  Manage My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Routing Information Maintenance Window

 [Help](#)

Please select the Routing Information option as required. **Releasing Chain of Command** maintains the Command Review Chain prior to entry into the WESS System. The Releasing Chain of Command can be created or modified. Select the following link to access the Releasing Chain of Command process.

[Releasing Chain of Command](#)

Communities of Interest are Commands that are interested parties to the information contained in the report. Select the following link to access the Communities of Interest process.

[Communities of Interest](#)

Endorsement Chain are selected by UIC. Report will be made available for endorsers within the identified command to endorse cause factors and recommendations. Endorsers may also add cause factors and recommendations.

[Create Endorsement Chain](#)

Select the *Next* Button to continue.


*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Selecting "Routing Information" from the nav tree brings you here. You can either continue to make changes via the links above, or hit 'Next' to move on to routing or releasing your report.



Alternate Plan B for routing



Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- General Information
- Aircraft
- Involved Persons
- Involved Factors
- Recommendations
- Validate
- Routing Information**
 - Releasing Chain
 - Endorsing Chain
 - Community of Interest
- Manage My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Route / Release Report Window

[Help](#)

Routing the Report forwards it to the first reviewer in the Releasing Chain of Command. Press the *Route* Button to route the Report.

Releasing the Report will forward the Report to the NAVSAFECEN for processing. The NAVSAFECEN validates report data, checking for the accuracy and integrity of the data. Once the data is validated, it is entered into the WESS database. Press the *Release* Button to skip the RCC and release the Report to the NAVSAFECEN.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

BackRouteRelease

To start the chop chain process, hit the 'Route' button.

To bypass the chop chain, hit 'Release' to send directly to the Safety Center. Again, do not select Release unless your internal chop chain is done reviewing the Hazrep.



You opted to Route it



Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations
 - Validate
 - Routing Information
 - Releasing Chain
 - Endorsing Chain
 - N63393
 - Community of Interest
 - Manage My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Releasing Chain of Command - ROUTE

[Help](#)

Current Reviewer: Gretchen Swanson

Assigned: 06/02/2005

Next Reviewer: Gretchen Swanson

Email Address: gretchen.swanson@navy.mil

Notification Message: you have a message for review!

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

If you've selected the Route option, you'll see this screen. Check to make sure the next person in the chop chain is correct, and you can even send them a short message if you want.



Success!

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Report Routed - Acknowledge

[Help](#)

Thank You - This page acknowledges that this report has been routed

Select the Next Button to return to the WESS.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next

Congrats, your HAZREP is on its way through the chop chain!



Activities

- [BASH](#)
- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

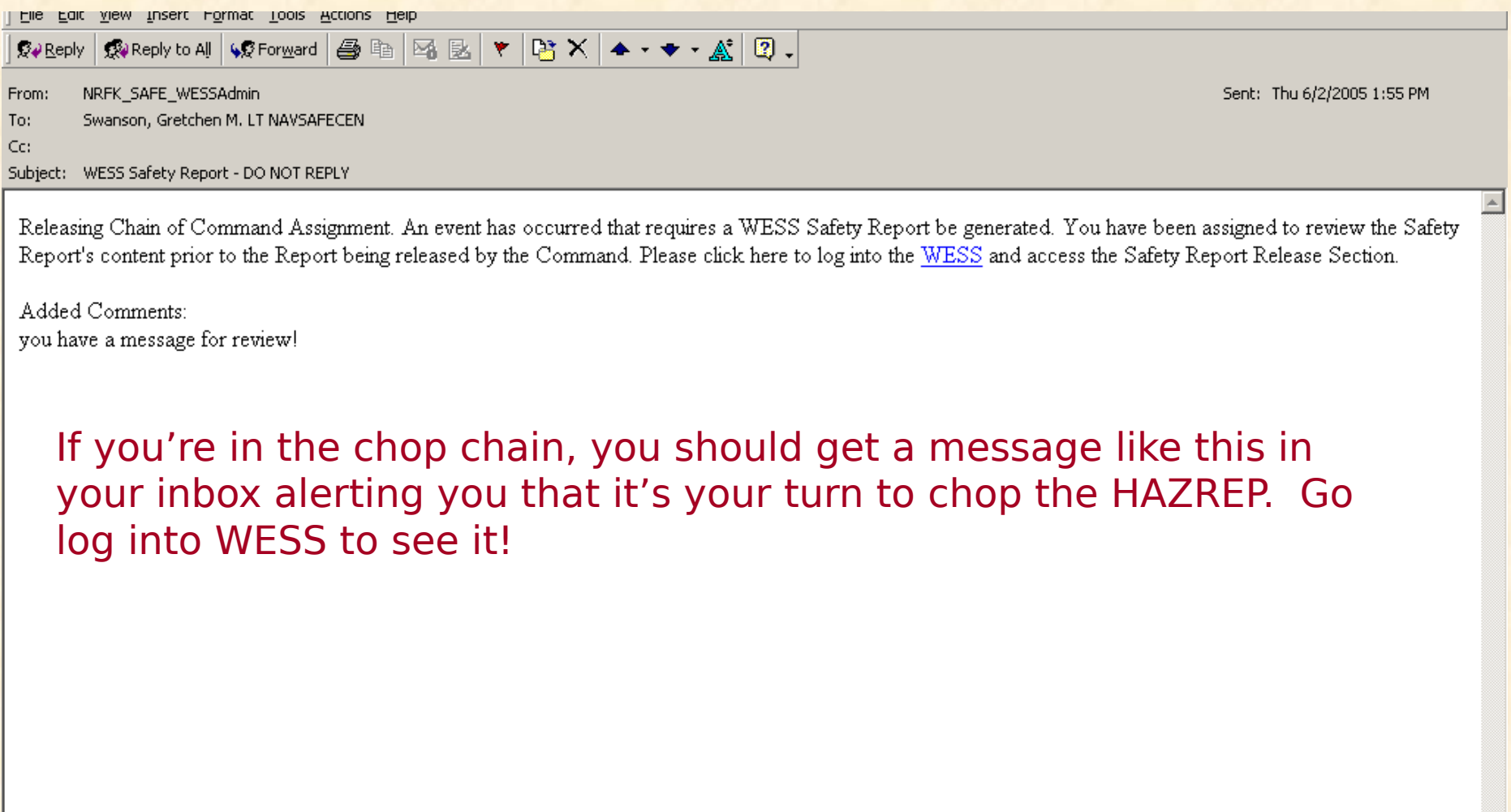
Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations
 - Validate
 - Routing Information
 - Releasing Chain
 - Endorsing Chain
 - N63393
 - Community of Interest
 - Manage My Report



You're in the chop chain



If you're in the chop chain, you should get a message like this in your inbox alerting you that it's your turn to chop the HAZREP. Go log into WESS to see it!



To chop a message



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Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [BASH](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

My Draft Reports (2) | **Edit Submitted Reports (0)** | Shared Reports (1) | Rejected by Routing Chain (0) | Notifications (12)
Rejected by NAVSAFECEN (0) | **Routed for My Review (2)** | Endorsements Needed (?)

[Help](#)

Routed for My Review

Serl#	Date	Description
1116517667200	18 May 2005	A DESIGN FLAW IN THE THROTTLE QUADRANT ALLOWS THE THROTTLE TO BE INADV
1116524445130	5 February 2005	RESTART MALFUNCTION RESULTS IN 3-ENGINE LANDING.

If you have HAZREPs to chop, they'll show up in the Routed for My Review tab. Click on the tab and you'll see this screen.

To review a HAZREP, click on the appropriate blue link and proceed through as if you were drafting it. You can make changes to each page, if required.

At the end, you'll have the option to route it to the next person, and so on...



Route to the next person

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

[Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)

STEP 5: Release Or Route Your Report

[Route To Chain Of Command](#)

-- OR --

[Release Report to Safety Center](#)

Go Anywhere
From Here!

[Reject your report](#)

[Delete your report](#)

[Generate PDF](#)

[Save as template](#)

[Injury Log](#)

[Feedback Form](#)

[User Guide](#)

[Return Home](#)

When you're done reviewing the Hazrep, and you're happy with it, select Route to Chain Of Command link to move it to the next person.

If you're the person designated to release to the Safety Center, select Release Report to Safety Center.

* Indicates required field must be entered before moving to next screen



This message sucks!

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

[Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

- STEP 1: [Click here to validate your report](#)
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STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)
STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)
STEP 5: Release Or Route Your Report
[Release Report to Safety Center](#)

Go Anywhere
From Here!

- [Reject your report](#)
- [Delete your report](#)
- [Generate PDF](#)
- [Save as template](#)
- [Injury Log](#)
- [Feedback Form](#)
- [User Guide](#)
- [Return Home](#)

What if you're chopping a HAZREP and it has bad info, or you just hate it and want to reject it? Select the Reject your Report option above!



Rejection, part II

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Releasing Chain of Command - REJECT

[Help](#)

Rejecting a Safety Report tags the report as unable to be released. An Email will be sent to the Field Safety Officer of the originating Command. Press the Reject Button to reject the report.

Deleting a Safety Report removes the entire report from the WESS reporting system. Press the Delete Button to delete the report.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Back](#)[Reject](#)[Delete](#)

Activities

- [BASH](#)
- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)
- [My Report](#)
 - [General Information](#)
 - [Aircraft](#)
 - [Involved Persons](#)
 - [Involved Factors](#)
 - [Recommendations](#)
 - [Validate](#)
 - [Routing Information](#)
 - [Manage My Report](#)

You have two options here – reject or delete – and they’re described above. Choose your option as required.



Rejection, part III

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Releasing Chain of Command - Confirm REJECT

[Help](#)

Warning - Rejecting the report tags the report as unable to be released. An Email will be sent to the Field Safety Officer of the originating Command. Press the Confirm Button to confirm your decision.

Justification:

This is the worst hazrep I've ever seen! You're fired!

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

If you choose to reject the HAZREP, you can type a little message that will get added to the WESS notification e-mail notifying the originating writer that the report is rejected. Hit 'Confirm' to officially reject the report.

You probably want to be more specific in your justification than what's written above.



Activities

- [BASH](#)
- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
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 - Involved Factors
 - Recommendations
 - Validate
 - Routing Information
 - Manage My Report

You've been Rejected!



WESS
Naval Safety Center

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [BASH](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

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Edit Submitted Reports (0)

Shared Reports (2)

Rejected by Routing Chain (1)

Notifications (12)

Rejected by NAVSAFECEN (0)

Routed for My Review (2)

Endorsements Needed (2)

[Help](#)

Routed for My Review

Serl#	Date	Description
1116517667200	18 May 2005	A DESIGN FLAW IN THE THROTTLE QUADRANT ALLOWS THE THROTTLE TO BE INADV
1116439195245	9 March 2005	during day sonar operations, cable reeling machine failed to raise son

When you log in to WESS after one of your reports is rejected, you'll see the rejected report appear in the "Rejected by Routing Chain" tab. Click on the tab, and you'll be able to select (and hopefully fix) your report.

For more info on Aviation WESS

- Part 6 of the users guide tells you how to create a template for future Hazreps, so that you don't have to re-enter info that stays the same from report to report (e.g. aircraft type, chop chain, endorsement chain, etc)
- Part 7 describes how to endorse a Hazrep, in the event you're in a billet that requires you to do that.